

GYM EQUIPMENT PROCEDURES – TENANT UNITS ABOARD A NOSC

This is the guidance from Navy CNIC on how to route the gym equipment request - once MARFORRES Semper Fit and the unit agree it is GTG - thru the NOSC CO and CNIC for final approval. This should not go directly to CNIC from the unit.

The waiver request package shall follow the following line...

If requesting a waiver for existing equipment only (not requesting any new equipment), then skip to #2. Regardless, address request form to NOSC CO with the attached waiver ("1710 - 13U8111").

1) If requesting gym equipment, MARFORRES unit drafts request including space outfitting plan. All MARFORRES Semper Fit procedures shall be followed in the following link:
<http://www.marforres.marines.mil/GeneralSpecialStaff/MarineCorpsCommunityServices/SemperFit/GymEquipment.aspx>.

2) NOSC CO endorses MARFORRES unit request for the waiver. MARFORRES unit routes entire package to MARFORRES Semper Fit Director, Davis Murphy at davis.murphy@usmc.mil. (Navy CO endorsements are always completed on NOSC letterhead as a separate page from the item being endorsed. Endorsement then becomes permanent part of the item being routed. Format and procedure for this is detailed in Navy Correspondence Manual and will be the responsibility of the NOSC CO.)

3) MARFORRES Semper Fit Director routes request to Navy CNIC directly, who receives and approves/denies the packet.

If/when approved, MARFORRES Semper Fit will route the request thru the contracting process and the waiver is recorded with CNIC.